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Subject: Closure of Records - Congenital Hypothyroidism, Galactosemia, Phenylketonuria

Effective Date: July 1, 2010

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**Policy Statement:**

CYSHCN files must be maintained in an orderly and uniform manner to expedite the responsiveness to the clients and providers.

A registry must be maintained for those persons with congenital hypothyroidism, galactosemia, and phenylketonuria per KSA 65-180. Therefore, maintenance of records differs from the majority of clients provided services.

**Procedure**

Records are to be closed to active services under the following conditions:

1. Death
2. Institutional placement and no longer receiving treatment
3. Parental/individual written request
4. Treatment discontinued per medial specialty treatment team
5. Update application not received after the sending of the letter which includes this sentence "If the application is not received by \_\_\_\_\_, we will assume you are requesting that the record be closed." The date that is filled in the blank is the individual's birthdate. The letter is mailed at least 30 calendar days prior to the individual's birthdate.